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Approved For Release 2001/03/01 : CIA-RDP57-00384R000400050030-2

31 March 1952

MEMORANDUM FOR: GENERAL COUNSEL

SUBJECT : Requisition Inventory

REFERENCES : (a) Memo of 12 December 1951, from AD(Personnel)
on Sources of Specialized Manpower
(b) Operational Instructions for Requisition
Inventory (copy attached)

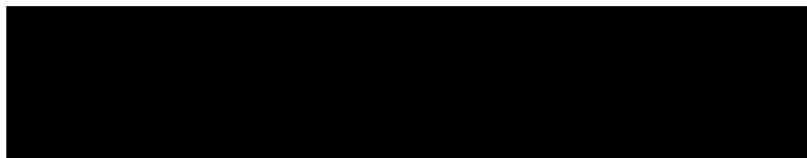
1. As a result of the excellent response to the request for cooperation in reference (a), Personnel has established a Lead/Source Index and Requisition Inventory described below:

a. The Lead/Source Index includes more than 5000 leads catalogued according to specialized skills, knowledge or activity, graded according to productivity.

b. The Requisition Inventory will reflect all outstanding recruitment requests in a flexible card system according to chronological sequence, requesting unit, priority and specialized skill, activity or knowledge. Qualifications for each vacancy will be presented on a factual, essential and desirable basis. Copies of these requisition cards with additions, corrections and cancellations will be delivered to all interested parties from the requesting unit to the recruiter in the field in order to assure clarity and mutual understanding.

2. Although the Inventory is devised to enable Personnel to serve you better it can only function if the requesting units provide clear, precise information about their vacancies and prompt information about cancellations or changes in emphasis. Additional copies of the Operational Instructions are available and the Placement Officers are prepared to advise and assist your administrative personnel in the technical details as outlined in Paragraph 6a and b.

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Assistant Director (Personnel)

Attachment: Reference (b)

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